

ADP eTime Timecard Manager



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Timecard Exceptions

In the employee's timecard, resolve the exceptions by entering, editing, or deleting timecard data.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period
+ X	Sun 2/17											
+ X	Mon 2/18			9:00AM		5:00PM				8:00AM-...	7:00	7:00
+ X	Tue 2/19			8:00AM						8:00AM-...		7:00
+ X	Wed 2/20			8:00AM		4:00PM				8:00AM-...	8:00	15:00
+ X	Thu 2/21	Sick	8:00								8:00	23:00
+ X										8:00AM-...		
+ X	Fri 2/22			9:00AM		5:00PM				8:00AM-...	7:00	30:00
+ X	Sat 2/23											30:00

You will see indicators within the timecard to call attention to timecard exceptions. These indicators include the following:

- A solid red field for missed in punches or out punches
- A red rectangle (■) for an unexcused exception, such as an absence or a late or early punch. It also indicates a cancelled meal deduction.
- A blue rectangle (■) for an excused exception, such as vacation
- *Note: If more than one exception occurs, the color reflects the most severe state of all the exceptions, and the white lines are diagonal (▤)*

Edit Employee Timecards

You will need to make miscellaneous edits to your employees' timecards.

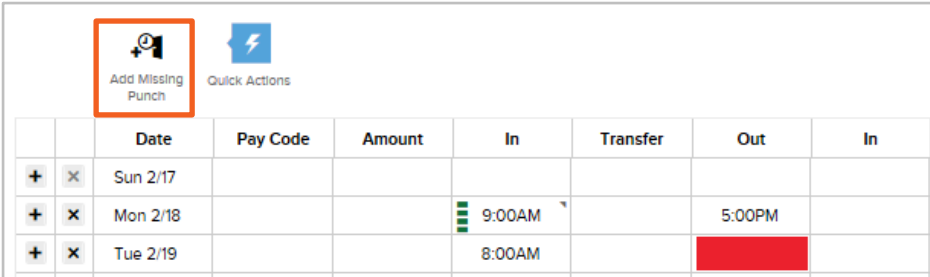
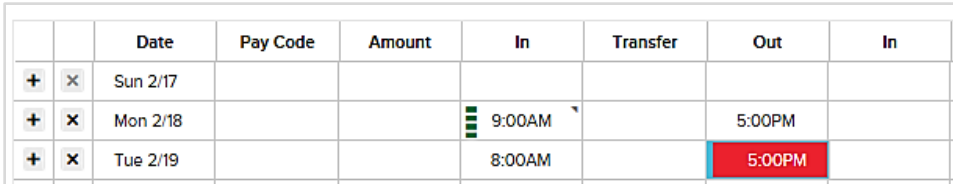

Access employee's timecards from Quicklinks.

Starting Point: Quicklinks>Quickfind or Quicklinks>Reconcile Timecard



Step	Action																																																																																																																																							
1	<div><p>Double-click an employee's name to access their timecard:</p><div><div>Reconcile Timecard ▾</div><div>Loaded 2:21PM</div><div>Current Pay Period ▾</div><div>⌵</div><div>All Home ▾</div><div>Edit</div></div><div><div><div></div><div>Select All Rows</div></div><div><div></div><div>Column Selection</div></div><div><div></div><div>Filter</div></div><div><div></div><div>Timekeeping</div></div><div><div></div><div>Approval</div></div><div><div></div><div>Schedule</div></div><div><div></div><div>Refresh</div></div><div><div></div><div>Share</div></div><div><div></div><div>Go To</div></div></div><table><thead><tr><th>Name ▴</th><th>Unexcused Absence</th><th>Missed Punch</th><th>Early In</th><th>Late In</th><th>Early Out</th><th>Late Out</th><th>Unsched Hours</th><th>Totals Up To Date</th></tr></thead><tbody><tr><td>Case, Margaret</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Cherry, Stephen</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>David, Gerald</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Dillard, Kaitlyn</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Ewing, Jonathon</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Fulton, Jennifer</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Healy, Paul</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Jacobson, Phillip</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Kline, Patricia</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Levy, Emilia</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Mccarty, Janene</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Mcfarland, Mich...</td><td></td><td></td><td></td><td>✓</td><td>✓</td><td></td><td></td><td>✓</td></tr><tr><td>Riggs, Allison</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td colspan="9">15</td></tr></tbody></table></div> <div><p>To select multiple employees, complete one of the selection options below and then click Go To and select Timecards.</p><p>Selection options:</p><ul style="list-style-type: none">• Select all employees: Click Select All Rows.• Select multiple employees: Press the Ctrl key and select individual employees.• Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first and last name will be selected.</div>	Name ▴	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up To Date	Case, Margaret								✓	Cherry, Stephen								✓	David, Gerald								✓	Dillard, Kaitlyn								✓	Ewing, Jonathon								✓	Fulton, Jennifer								✓	Healy, Paul								✓	Jacobson, Phillip								✓	Kline, Patricia								✓	Levy, Emilia	✓							✓	Mccarty, Janene	✓							✓	Mcfarland, Mich...				✓	✓			✓	Riggs, Allison								✓	15								
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Add a Missed Punch

If an employee missed a punch, you will need to fix the in or out punch. If the missing punch is for a scheduled start or end time, the scheduled time is added to the timecard

Step	Action
1	Access the employee's timecard.
2	<p>Click Quick Actions, and then click Add Missing Punch:</p> 
3	<p>Click the field with the missing punch, which is indicated by solid red. The scheduled time will automatically populate into the field:</p> 
4	<p>Click Save</p> 

Enter a Punch

Step	Action
1	Access the employee's timecard.
2	<p>For the appropriate date, click the In or Out field, then type in the punch time:</p> 
4	<p>Click Save</p> 

Add a Pay Code

If you need to enter time for an employee, such as vacation, sick, or bereavement, perform the following steps.

Step	Action
1	Access the employee's timecard. If necessary, add a new row for the appropriate day.
2	In the <i>Pay Code</i> field for the appropriate day, select a pay code. <div data-bbox="250 424 1396 774" data-label="Image"> </div>
3	In <i>Amount</i> field, enter the number of hours for the pay code.
4	Click Save. The entry will appear on the timecard. <div data-bbox="250 926 1286 1079" data-label="Image"> </div>

Add a Comment
















Comments provide more information about a punch or an amount.

Step	Action
1	Access the employee's timecard.
2	Right-click the In or Out field to add a comment.
3	In the <i>Punch Actions</i> window, click Comments: <div data-bbox="259 1518 940 1955" data-label="Image"> </div>


4	<p>Select a comment from the picklist, type in additional notes and click Add, then click OK:</p> <div> <p>Comment</p> <p>Comments (0)</p> <div> <div>Select Comment</div> <div> * Type a note (optional) <div></div> </div> <div> Add another note <div>Add</div> </div> <div> <div>Cancel</div> <div>OK</div> </div> </div> </div>
5	<p>A comment indicator is displayed in the field:</p> <div> <div>8:00AM</div> <div></div> </div>
6	<p>Click Save:</p> <div> <div>Save</div> </div>











Enter Time for an Exempt Employee

Sometimes, you will enter or update time in your exempt employees' timecards.


Step	Action																
1	Locate the employee's timecard.																
2	<p>Click on the date you want to enter time, then enter the duration: <i>Note: Use a colon (:) to enter minutes (i.e. 8:30 for eight hours and 30 minutes)</i></p> <table><tr><th></th><th>Pay Code</th><th>Transfer</th><th>Mon 11/16</th></tr><tr><td></td><td>Hours Worked</td><td></td><td></td></tr><tr><td></td><td><Enter Pay Code></td><td></td><td></td></tr><tr><td></td><td>Schedule</td><td></td><td>8:00AM-5:00PM</td></tr></table>		Pay Code	Transfer	Mon 11/16		Hours Worked				<Enter Pay Code>				Schedule		8:00AM-5:00PM
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	<Enter Pay Code>																
	Schedule		8:00AM-5:00PM														
3	Repeat step 2 for each date, as appropriate.																
4	Click Save.																
5	<p>To edit an exempt employee's time, click the hours worked and type in the correct time, then click Save:</p> <table><tr><th></th><th>Pay Code</th><th>Transfer</th><th>Mon 11/16</th><th>Tue 11/17</th></tr><tr><td></td><td>Hours Worked</td><td></td><td>8.0</td><td></td></tr><tr><td></td><td><Enter Pay Code></td><td></td><td></td><td></td></tr></table>		Pay Code	Transfer	Mon 11/16	Tue 11/17		Hours Worked		8.0			<Enter Pay Code>				
	Pay Code	Transfer	Mon 11/16	Tue 11/17													
	Hours Worked		8.0														
	<Enter Pay Code>																









Add a Timecard Row

To add a new row in a timecard, click  for the appropriate date.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
		Sun 2/24									
		Mon 2/25			8:00AM		5:00PM				8:00AM...
		Tue 2/26			8:00AM		12:00PM				8:00AM...
		Tue 2/26									
		Wed 2/27									8:00AM...

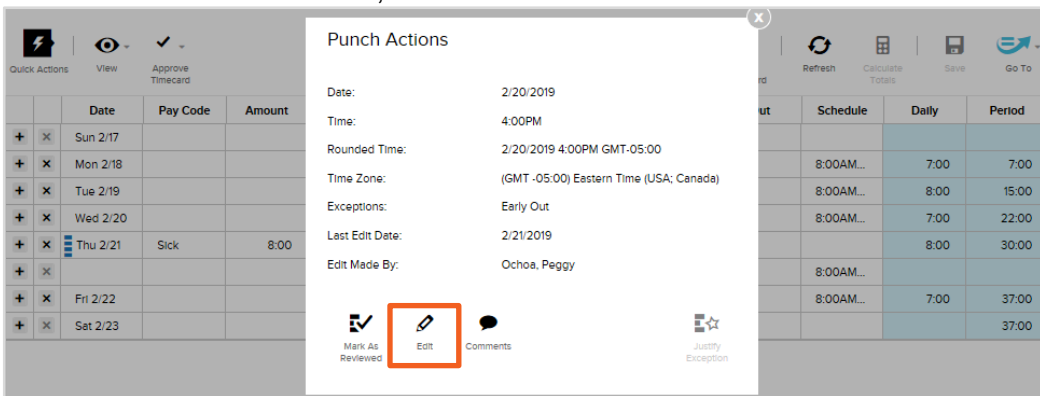
Delete a Timecard Row

To quickly delete data in a row, click  in the appropriate row. Then, confirm the deletion, if necessary.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
		Sun 2/24									
		Mon 2/25			8:00AM		5:00PM				8:00AM...
		Tue 2/26			8:00AM		12:00PM				8:00AM...
		Wed 2/27									8:00AM...

Cancel an Automatic Meal Deduction

If an employee works through a break, and meal deductions are automatically deducted from the employee's timecard, you can cancel the meal deduction in the hourly-view timecard.

Step	Action
1	Access the employee's timecard.
2	Right-click the In or Out field to cancel a meal deduction.
3	<p>In the Punch Actions window, click Edit.</p> 

4	<p>In the <i>Cancel Deduction</i> field, select the appropriate option.</p>	<div> <div>Punch</div> <div> Date: 11/23/2020 Time (h:mma): 11:30AM Rounded Time: 11/23/2020 11:30AM GMT-07:00 Override: Out Punch Time Zone: (GMT -07:00) Arizona Cancel Deduction: <div> <div><None></div> <div>30 Min Deduction</div> <div>60 Minute Exempt</div> <div>All</div> </div> Exceptions: Comments: </div> <div> <div>Cancel</div> <div>OK</div> </div> </div>
5	Click OK. A red rectangle is displayed in the punch field. Click Save.	

Cancel Meal Deductions Notes:

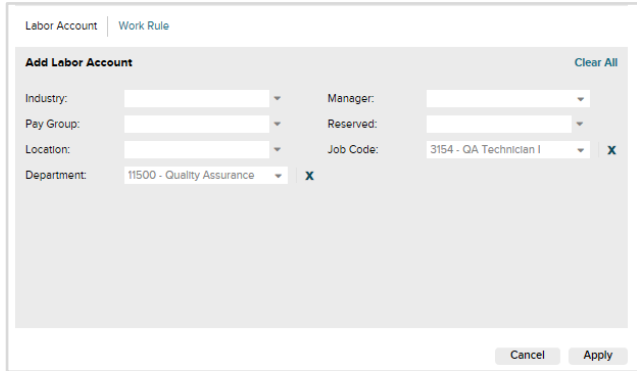
- If you cancel a deduction that is not assigned to the employee, it will not remove any break or meal from the shift. For example, if you cancel a 30-minute meal, but a 60-minute deduction was applied to the selected shift, there will be no adjustment.
- The *All* selection removes all break or meal deductions from the shift.
- To reverse the cancel deductions, select *<None>* from the Cancel Deduction field. This will remove the cancelled deduction and return the break or meal to the shift.

Perform a Labor Account Transfer

If an employee is working in a department or job other than his primary assignment, you must transfer his hours worked to a different account.

Step	Action
1	Access the employee's timecard.
2	<p>In the <i>Transfer</i> field for the appropriate shift, complete one of the following:</p> <ul style="list-style-type: none"> • If available, select the appropriate labor account and skip to step 5 • If the appropriate labor account is not listed, select <i>Search</i> and continue to the next step

		Date	Pay Code	Amount	In	Transfer	Out
+	x	Sun 2/17					
+	x	Mon 2/18	Vacation	8:00			
+	x						
+	x	Tue 2/19			8:00AM		12:00PM
+	x	Wed 2/20			8:00AM		12:00PM
+	x	Thu 2/21			8:00AM		
+	x	Fri 2/22					

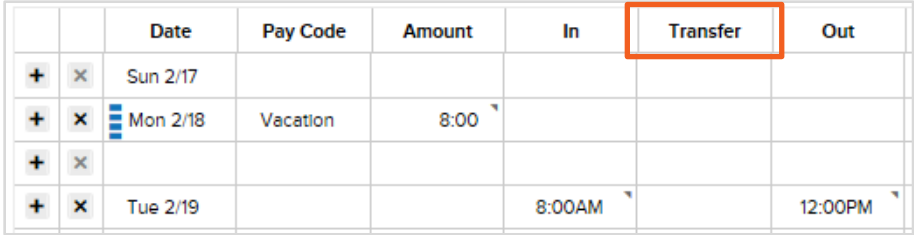
3	<p>In the Transfer window, select the labor-account entries to which the employee's time will be transferred.</p> 
4	Click Apply. Click Save.



Labor Account Transfer Notes:

- If you are transferring an employee's labor account for a partial shift, you must first add a new row to the timecard, add the appropriate start and end times, and then continue with the step of transferring the labor account.
- Multiple labor-account transfers may occur in a single day. If you transfer an employee to another labor account at the beginning of the shift, the entire shift's hours will be transferred unless you transfer the employee back into his or her primary account.
- A new shift automatically defaults to the employee's primary account.

Perform a Work Rule Transfer

A work rule transfer ensures that the appropriate payroll rules are associated with the worked time. Work rules interpret the way employees' work time is calculated, how their overtime is earned, how their shift differential is paid, and whether or not time is deducted for a meal break. A transfer of a work rule may occur when an employee performs a different job and should be paid according to the work rules of that job.

Step	Action
1	Access the employee's timecard.
2	<p>In the <i>Transfer</i> field for the appropriate shift, complete one of the following:</p> <ul style="list-style-type: none"> • If available, select the appropriate work rule and skip to step 5 • If the appropriate work rule is not listed, select <i>Search</i>, and continue to the next step 

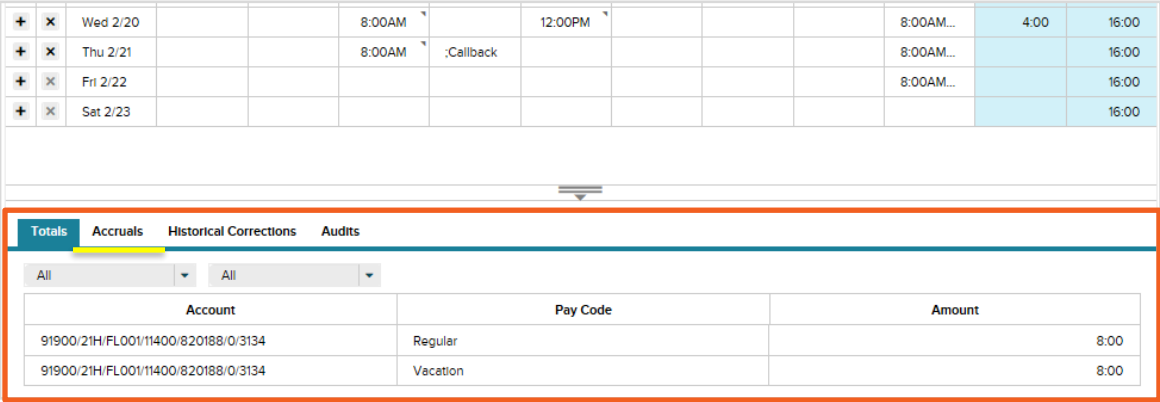
3	<p>In the Transfer window, click Work Rule and then select a work rule from the list.</p> 
4	Click Apply.
5	<p>Click Save. The entry will appear on the timecard.</p> 

Work Rule Transfer Notes:

- If you are transferring an employee's work rule for a partial shift, you must first add a new row to the timecard, add the appropriate start and end times, and then continue with the step of transferring the work rule.
- If you are transferring an employee's work rule for a partial shift and the employee works in the home work rule for part of the shift, you must transfer the time back to the home work rule for any remaining hours in the shift.

View Timecard Totals and Accrual Balances

At the bottom of the timecard, you can view the total hours your employees have worked and their accrual balances.

Step	Action
1	Access the employee's timecard.
2	If necessary, click and move the splitter bar at the bottom of the timecard.
3	<p>On the <i>Totals</i> tab, view the timecard for the selected pay period. Click the Accruals tab to view the employee's accrual balances:</p>  <p>Note: You can filter the totals by a range of time, such as daily, period to date, or shift. You can also view the totals by account or pay code.</p>

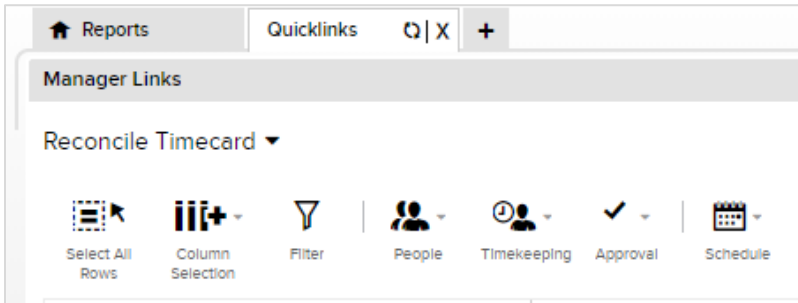
View Audits

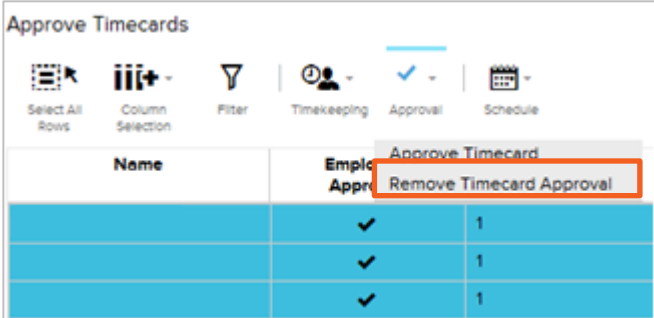
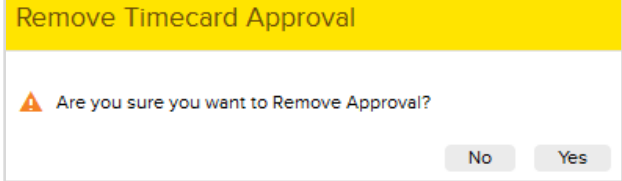
The Audits widget allows you to view details such as comments, corrections, requests, timecard sign-off and approvals, and pay code and punch edits in one place.

Step	Action																																																																													
1	Access the employee's timecard.																																																																													
2	Click Go To and select Audits:																																																																													
	<div><div><div><div><div></div><div>Quick Actions</div></div><div><div></div><div>View</div></div><div><div></div><div>Approve Timecard</div></div></div><div><div></div><div>Print Timecard</div></div><div><div></div><div>Refresh</div></div><div><div></div><div>Calculate Totals</div></div><div><div></div><div>Save</div></div><div><div></div><div>Go To</div></div></div><div><table><thead><tr><th></th><th></th><th>Date</th><th>Pay Code</th><th>Amount</th><th>In</th><th>Transfer</th><th>Out</th><th>In</th><th>Transfer</th><th>Out</th></tr></thead><tbody><tr><td>+</td><td>x</td><td>Sun 2/17</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>x</td><td>Mon 2/18</td><td>Vacation</td><td>8:00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>x</td><td>Tue 2/19</td><td></td><td></td><td>8:00AM</td><td></td><td>12:00PM</td><td></td><td></td><td></td></tr><tr><td>+</td><td>x</td><td>Wed 2/20</td><td></td><td></td><td>8:00AM</td><td></td><td>12:00PM</td><td></td><td></td><td></td></tr><tr><td>+</td><td>x</td><td>Thu 2/21</td><td></td><td></td><td>8:00AM</td><td>;Callback</td><td></td><td></td><td></td><td></td></tr><tr><td>+</td><td>x</td><td>Fri 2/22</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table><div><div>15 Selected</div><div>Current Pay Period</div><div>Go to widget</div><div>Reports</div><div>Rule Analysis</div><div>Schedule Planner</div><div>People Editor</div><div>Audits</div><div>Go to workspace</div></div></div></div>			Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	+	x	Sun 2/17									+	x	Mon 2/18	Vacation	8:00							+	x	Tue 2/19			8:00AM		12:00PM				+	x	Wed 2/20			8:00AM		12:00PM				+	x	Thu 2/21			8:00AM	;Callback					+	x	Fri 2/22								
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Remove an Approval from a Timecard

Removing an approval allows you to edit a timecard. For example, an employee may realize that their timecard contains an error after you approved it. You can also remove an approval from the employee's timecard.

Step	Action
1	From Quicklinks, select Reconcile Timecard :
	
2	Select one or more employees for whose timecards you want to remove the approval.

3	<p>Click Approval and select <i>Remove Timecard Approval</i>:</p> 
4	<p>Click Yes to remove the approval:</p> 

Timecard Colors

The following table shows the meaning of the various timecard, field, and text colors.

Color	Meaning
Light orange	Timecard is approved by the employee and not by the manager.
Yellow	Timecard is approved by the manager and not by the employee.
Green	Timecard is approved by both the employee and the manager.
Gray	Timecard is signed off by an administrator.
Blue	Totals fields are blue and cannot be edited.
Light blue	A field turns light blue when you point to it.
Darker blue	A field turns a darker blue when you select it.
Black	Text is black for all events in the timecard that are not system-generated.
Light purple	System-entered text that cannot be modified.
Dark purple	System-entered text that can be modified.